* Open Internet Explorer – go to the 8th grade computer website.
* Click on the *Mark Twain* document. *SAVE* it to your name on Leaddog into your Computer Folder. (Leave the name as is.)
* Close out of everything.
* Go to My Documents – Your Computer Folder and open *Mark Twain*
* SAVE AS *Mark Twain1 XX.*
* Double click into the header area to add your name: *Name, 8PdX MarkTwain1 Date*
* Use the mouse pointer to change the view to Normal. Are the tops and sides of the paper visible?
* Change the view to Print Layout. Can you see the edges of the page?
* Locate the Show/Hide button on your Home Ribbon. Turn it on so you can see the returns, spaces, and tabs.
* Use the pointer or arrow keys to place your insertion point exactly in front of the word *political* in the first sentence of the second paragraph.
* Type the word *of* and insert a space.
* Place your insertion point exactly at the end of the word *political*. Add a space and type the word *greed*
* Save.
* Move your insertion point exactly at the end of the word *att* in the fifth sentence of the first paragraph.
* Use the backspace key to remove the extra *t*.
* Press CTRL+End. Where did your insertion point go?
* Use your arrow keys to move your insertion point between the two letters *o* in the word *too* in the last sentence on the page.
* Use the DELETE key to remove the extra *o*.
* Press CTRL+Home. Where did your insertion point go?
* Save
* Double click the word *great.* What happened?
* Type *grand*.
* Double click the word *gently* in the fifth sentence of the first paragraph.
* Hold down your CTRL key WHILE you double click the words *business* and *political* in the next sentence. What were you able to do?
* Press Delete. Save.
* Go to the beginning of the document quickly.
* Right click the second word *to* with the wavy red underline in the last sentence of the first paragraph. Choose ***Delete Repeated Word*** on the shortcut menu.
* Right click on the word *that* with the wavy green underline in the first sentence of the second paragraph. Choose ***corruption, which.***
* Right click on the mistyped word *racim* in the first paragraph and choose ***racism*** to replace it.
* Use the Synonym feature to replace the word *consider* in the last sentence. Select a word that best replaces *consider.*
* Print preview your document. Is it all on one page?
* Save. Print and turn into the tray.